

Minutes of the Pre-Proposal Conference

April 8, 2021

Plumbing Repairs at the Chief of Mission Residence in Lisbon

19P05021Q0011

The meeting was called to order at 11:00 am. The Facilities Manager welcomed all attendees and introduced herself Rebecca Beatty, Facilities Manager (FM), Rui Noronha (Facilities Maintenance Supervisor), Adelia Monteiro (Procurement Supervisor) José Gregorio, Procurement Assistant (Note Taker) and Mafalda Viriato (House Manager).

The meeting took place in the Chief of Mission Residence main public lounge to accommodate social distancing imposed by the new Covid 19 circumstances and was conducted in a more abbreviated fashion.

Representatives of the following firms (Prospective Offerors) attended the meeting:

- Pascoal Monteiro Construção Civil, Lda.
- Antonio Tavares Lopes Construções Civil, Lda.
- Socodefil, Lda – Construção Civil e Obras Públicas
- Companhia das Obras
- Bernossul Sociedade Imobiliária

The Procurement Supervisor (PS) explained the conference parameters and that all complex questions would have to be submitted in writing and would be answered subsequently. She also indicated that any changes to the solicitation would be done in the form of written amendments and will be sent to the prospective offerors and must be acknowledged in writing.

The PS address the meeting by explaining the new situation in contracting activities related to recently release of FAR clauses 52.20424 and 52.204.25 for commercial items. It was explained that section L – Evaluation factors in the solicitation must be addressed by all prospective quoters.

The PS informed all present that all the information regarding this solicitation will be available to all equally. It was also indicated that the solicitation and the whole contracting process is in accordance with United States Government regulations, i.e. Federal Acquisition Regulation (FAR), Department of State Acquisition Regulations (DOSAR) and the Office of the Procurement Executive.

The Procurement Assistant continued to address the meeting by calling everyone's attention regarding the importance of registering in the SAM (www.sam.gov System Award Management). The registration, is mandatory for all contractors engaging in business with the US Government for contracts above thirty thousand US dollars. Other documentation that needs to be send along with the proposal are the insurance policy copy and the Work Plan.

The PS focused the importance placed by Department of State on issues related to Combating Human Traffic (FAR 52.222-50).

Rui Noronha (Facilities Supervisor), conducted the site visit and explained in detail the various aspects focused on the Scope of Work.

Plumbing project

Lapa Bedroom

Removal and replacement of all marble wall stones. Due to its unique nature, marble stone are difficult to match once removed. This plumbing project implies some investigation, however the contractor is required to perform the work causing a minimum impact in other areas of the CMR.

Master Bedroom

Removal of all marble wall stones and shower divider marble wall and replace it with similar stones. The sink cabinet with marble top must relocate in the same spot. Repairs must be addressed in case any damage occurs during the removal process.

Rui Noronha (FS) accompanied the prospective quoters to other locations within the CMR to indicated them all places that need to be intervened such as main water conduits (prumadas). In the main kitchen, after reviewing the places of intervention, FS indicated that all kitchen walls must be painted.

Technical Area

The site visit continued to the CMR technical area where the contractors were shown the location of the main water supplies piping and its directions into the building.

The prospective quoters were also shown the CMR main water supply entry point and water meter compartment to very the piping paths to the main building.

In the final stage of the site visit, all prospective quoters were escorted to the gym area where they were informed of what is expected to be done regarding the pluvial water infiltrations. Rui Noronha explained that a water-drain with a grid and an elevated step or a cement box must be made so that garden debris gets trapped for its later removal and rainwater follows it normal course without getting stuck and subsequently infiltrated into the gym's wall.

The Procurement Supervisor advised that all technical questions must be addressed in writing and be sent to lisbonprocure@state.gov as indicated in the solicitation.

The prospective quoters were escorted out and the meeting was adjourned by 12.30 am.